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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

FILED: Reports weekly
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
11 June 1953

A. Personnel

	On Duty	Vacancies	In Process
Office of Chief	25X1	0	1
Rcds. Mgt. Section		2	12
Rcds. Center Section		2	2
Mail Control Section		1	43
		5	58

1. No. on leave three days or more:

Records Mgt. Section- 0
Mail Control Section- 4
Records Center Sec.- 1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1
Records Center Section- 0
Mail Control Section- 1

3. Where: **One** Records Analyst to Jackson Commission.

One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 15

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 1. Recruited by Personnel 1.
Recruited by this office -.

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B. Administration and Problems:

Records Management Section - At the request of the Regulations Control Staff, approximately 2½ cu. ft. of records material was transferred to the Records Center. This appears to be the same material which we proposed to transfer to the Records Center at the time of the survey in Organization and Methods Services. At that time, the persons in charge of the file felt that the material was needed in the office.

This Agency maintains the original copies of certain records for the General Accounting Office. In order to schedule the disposition of these records, a letter has been addressed to the Comptroller General requesting the retention period established for such records by that Office.

A condensed version of the talk given by [] at the recent Training Program has been forwarded to [] for review. Upon her approval, it is proposed to issue it in a Training Bulletin.

25X1
25X1

[] of the Office of Training has informally requested advice regarding their plans for the teaching of the proposed Agency Filing Manual. We have indicated that the plans should include teaching of the system to both new employees and old employees taking refresher courses. She was told, however, that final approval of the Manual is still pending.

25X1

Further meetings with the Area Records Officers have been postponed until issuance of the second Bulletin, outlining instructions for inventorying. The delivery date for this Bulletin is 17 June.

A request for twelve (12) each of the 2½" and 4" desk lock boxes is being processed. These boxes will be distributed to get comments of users prior to placing any larger order. The prices quoted for the boxes on this initial order are \$15.00 for the 2½" boxes and \$18.00 for the 4" boxes. Price quotations for quantity purchases will be given by the manufacturer after they have gained experience in making the boxes for the first order.

The survey of the Index Branch in the Contact Division of OO has been completed. The analysts are now working in the Office of the Deputy for Collection.

All Area Records Officers have been contacted and supplied pads of the new Vital Materials Transfer Slips. Work was started this week on microfilming for Vital storage of the five (5) quarterly projects in the Office of Personnel. [] Area Records Officer for OCD, visited the Repository this week. He is presently conducting a study of the Vital Materials Program within OCD. A revised listing of Vital Materials within OCD will be supplied this office when this study has been completed.

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Records Center - [] of the Printing and Reproduction Division has brought to our attention a new type of paper for use with the Ozalid machine. Our experience indicates that use of the new paper will permit a higher production speed.

Mail Control Section - On Friday, 5 June, this office contacted the following building evacuation officers in regard to the extent of coverage which is afforded the courier and messenger posts located in their respective buildings:

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[] - "I" Building
[] stated that the courier post (1005-I) is included in their evacuation plan.

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[] - Quarters I
[] stated that the messenger post was not included in their current plan but that this would be accomplished immediately.

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[] - South Building
[] stated that [] of ONE was the designated 1st floor evacuation officer. He assured this office that the messenger post in South Building would be covered in their evacuation plan.

On Friday, 5 June, [] requested that beginning Monday, 8 June, this office direct all mail for [] and deliver it on the regularly scheduled runs.

On Saturday, 6 June, the roadway at the front of "M" Building became a one-way thoroughfare. This has caused a considerable delay in the delivery of Agency mail and the Space, Maintenance and Facilities Division has been requested to see if the roadway in back of the Motor Pool and Building "11" can be opened for the mail trucks.

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25X1
On Tuesday, 9 June, [] requested a pickup of mail each day from the Franconia Post Office. The Post Office is located approximately [] This pickup is incorporated on [] afternoon run to Franconia.

Trips to DCI and DDI Homes - to Mr. Wisner's home 6/7/53 - left "Q" Building at 10:45 A.M. and returned at 1:45 P. M.

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APPENDIX B

Week ending 11 June 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images Filmed - Rotary Camera	10,762	21,300
Flat-bed Camera	12,082	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	83	-
Reference to record material	145	220
Records Material destroyed	-	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	528	549
Intelligence Reports	30	63
b. Supplemental Distribution:		
Information Reports	601	229
Intelligence Reports	350	160
Notices	13	54
Regulations	18	145
Others	-	5
c. Initial Distribution:		
Notices	2	3.8
Regulations	3	1.8
Others	-	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,497	5,150
Outgoing	6,374	6,550
b. Postage expended	\$ 695.07	\$ 775.00
c. Scheduled courier trips	239	240
d. Special courier trips	40	33.4
e. Inter-agency mail by courier		
Incoming	900	770
Outgoing	1,429	1,275
f. Personnel actions:		
Recruitments	1	-
Separations	-	-
g. Use of Motor Pool Vehicles		
Available	2	-
Available but delayed	-	-
Not available	4	-

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